



## Management and Administrative Plan

Your State's Management and Administrative Plan (MAP) is a regulatory requirement, but also an opportunity to ensure your office takes the time to plan the summer meals program in your State for the year.

**Did You Know?** Every February 15: State agencies must submit a Program MAP for approval to the appropriate FNS Regional Office.

### What goes into the MAP?

At minimum: A State agency budget, a plan to increase program access, a plan for providing technical assistance and training, and plans for monitoring sponsors, sites and vendors, and strategies for ensuring integrity.

### What funding is available?

There are two funding sources available that must be included in the MAP: State Administrative Funds (SAF) and Health Inspection Funds.

### What can SAF be used for?

State Administrative Funds may be used for Program expansion, including expenses related to employing personnel, travel, providing technical assistance to sponsors and other administrative expenses. [See 7 CFR 225.4]

### How is funding approved?

The FNS Regional Office can approve funding levels based on either:

1. Prior year reimbursements
2. Projected reimbursements.

For more information, check out USDA guidance on State agency responsibilities related to Program expansion at

<http://www.fns.usda.gov/sites/default/files/SP07%20SFSP07-2014os.pdf>.

The FNS Regional Office is ready and willing to assist State agencies with the development of MAPs in order for State agencies to successfully meet this regulatory requirement.

List of FNS Regional Offices: <http://www.fns.usda.gov/fns-regional-offices>

